

May 22, 2003

The Honorable John Moolenaar
House of Representatives
324 South Capitol
Lansing, Michigan 48933

Dear Representative Moolenaar:

Public Act 522 of 2002, Section 404(5) requires the Department of Education to request the Department of Civil Service to conduct a review of positions at the Michigan Schools for the Deaf and Blind. The purpose of the review is to determine whether classifications at the School are appropriate.

The Department of Civil Service has completed its review, and a copy of the findings is attached. It was determined that the current classifications are appropriate, and that no reclassification is warranted.

As the requirement in this section has been met, this section has been removed from the boilerplate in the FY 2004 Executive Budget Bill.

If you have any questions regarding the enclosed report, please contact Carol Wolenberg at (517) 241-0062.

Sincerely,

Tom Watkins, Jr.

Enclosure

cc: House Education Committee, Brian Palmer
Senate Fiscal Agency Director, Gary S. Olson
House Fiscal Agency, Director, Mitchell Bean
Department of Management and Budget, Mary Lannoye

April 21, 2003

Ms. Carol Wolenberg
Deputy Superintendent
Administrative & Support Services
Michigan Department of Education
John A. Hannah Building, Fourth Floor
Lansing, MI 48933

Dear Ms. Wolenberg:

I am writing in response to your request to Janet McClelland to have a study done on Special Education Teacher positions in your department to determine if they are properly classified at their current P11 level. This request was made to comply with a requirement in your budget bill.

The study was conducted collaboratively by staff from the Department of Education HR Office and Department of Civil Service BHRS during the month of October 2002. We worked with staff from your HR Office to identify a representative sample of the 20 teachers that we could interview to gain a greater understanding of their job duties and responsibilities. It was determined that four Special Education Teachers (P11) would be interviewed. The teachers' years of experience ranged from 3 to 37 years, and their classroom size ranged from 4 to 25 students. Additionally, in order to gain an overall perspective of the work performed by the teachers, we also interviewed the School Principal.

The teachers and the principal were asked a series of questions to determine the types of duties normally performed on a day to day basis and what activities they perform on a regular basis that would be considered outside their normal classroom responsibilities.

The responses indicate they perform the normal duties of writing and teaching lesson plans, maintaining discipline, making student assessments, issuing report cards, and holding parent-teacher conferences. They are also involved in writing grants, working on assessments for the North Central Association accreditation, ordering textbooks, and evaluating staff's sign language skills.

The more experienced teachers are also involved in instructing the less experienced or substitute teachers on how to use the assessments for accelerated reading, assessing students and finding resources for the development of their curriculum.

The study also revealed that some teachers are involved in extra-curricular activities such as coaching sports, serving as year-book advisor, and sitting on committees reviewing the

current curriculum. However, it should be noted that teachers involved in these types of activities are compensated above their normal salary, under a special provision found in the UAW bargaining unit agreement.

In analyzing these positions, we compared the duties identified by the teachers and the principal, to the job specification for the Special Education Teacher P11. It was clear that the work assigned and performed by these teachers was consistent with the Special Education Teacher P11 examples of work and knowledge, skills, and abilities. We did not find any duties that were above and beyond what is expected of an experienced teacher at the P11 level. Therefore, it is our determination that the positions continue to be properly classified as Special Education Teachers P11.

We appreciate the cooperation your staff gave to us while this study was conducted and hope that the findings will meet your needs. If you have any questions, please contact me at 373-3065.

Sincerely,

James D. Farrell, Director
Agency Service Group A
Bureau of Human Resource
Services

cc: Janet McClelland
Terry Wardell